

DELPHI Skills Assessment for AP Previewer

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

| Skills | Does not apply to my job | Proficiency | | | | | | |
|--|--------------------------|------------------|-------------|-----------------------------|-------------------------|-----------------------|-------------------------------|--------------------------|
| | | I don't know how | I need help | I can do with written steps | I can do with some help | I can do without help | I can explain what I am doing | I can teach someone else |
| Basic Navigation | | | | | | | | |
| Invoices | | | | | | | | |
| Approve invoices | | | | | | | | |
| Enter supplier invoices | | | | | | | | |
| Review adjustments to invoices | | | | | | | | |
| Verify travel vouchers have been entered as invoices | | | | | | | | |
| Pay supplier invoices | | | | | | | | |
| Period End | | | | | | | | |
| Review transactions entered to process and reconcile period end | | | | | | | | |
| Payments | | | | | | | | |
| Verify payment batches have been entered into the database | | | | | | | | |
| Debit/Credit Memos | | | | | | | | |
| Verify that debit and credit memos have been entered into the database | | | | | | | | |
| Holds | | | | | | | | |
| Review invoices on hold | | | | | | | | |